



Franklin County
Department of Job & Family Services
1721 Northland Park Ave.
Columbus, Ohio 43229

J O B A N N O U N C E M E N T

POSITION TITLE: Finance Administrator (Non-Bargaining) **PCN:** 100410

DEPARTMENT/LOCATION: Finance/Northland Opportunity Center **P. R.:** N17

REPORTS TO: Deputy Director, Finance

RESPONSIBILITIES: Oversee the agency budget process, including the compilation, entry, and review of data for the agency's annual budget. Responsible for accounting activities to include reporting, budget development and monitoring, procurement, payroll activities, cash management activities, audit facilitation, fiscal monitoring, and cost allocation program. Manage the day to day operations of the Payroll, random moment sampling (RMS), and Purchasing Units. Reconcile monthly agency expenditures. Supervise subordinate staff responsible for financial activities related to the payment of administrative and contractual services related to the various local, state, and federal programs administered by the agency, bi-weekly payroll, random moment sampling (RMS), procurement, purchase orders, and monthly and quarterly reporting. Prepare complex spreadsheets and reports for management review that reflect the agency's overall financial status, related financial statements, and various financial reports needed to monitor state and federal grant awards. Prepare special reports, assist with new initiatives and projects to determine financial impacts. Coordinate and direct internal projects related to the Finance department.

MINIMUM QUALIFICATIONS: Bachelor's degree in accounting, business, or public administration with three (3) years of accounting, business, or public administration experience; or any equivalent combination of training and experience.

PREFERRED QUALIFICATIONS: Bachelor's degree in accounting, business, or public administration with five (5) years of accounting, business, or public administration experience, including three (3) years of budget development and analysis experience; intermediate skills in Word and Excel.

STARTING SALARY: \$26.14 per hour/180 day probationary period.
Plus a Comprehensive Benefits Package

DATE POSTED: Monday, September 21, 2015

DEADLINE TO APPLY: Friday, October 2, 2015

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line-EOE-